



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM

TO: School District Superintendents
Charter School Heads

FROM: Ann S. Visalli *ASV*
Director, Office of Management and Budget

Robert Scoglietti
Director of Policy and External Affairs

DATE: September 9, 2010

SUBJECT: State Fiscal Stabilization Funds – Comprehensive Monitoring Plan and Protocol

Under the State Fiscal Stabilization Fund (SFSF) Program, States are responsible for thoroughly and effectively monitoring local educational agencies (LEAs), public institutions of higher education, and other entities receiving SFSF funds. Federal Department of Education has indicated that each State must have a comprehensive monitoring plan and protocols to review activities supported with SFSF funds. Accordingly, the attached documents are intended to provide the structure for an effective monitoring of SFSF dollars.

Delaware understands that a robust program of subrecipient monitoring requires some measure of site visitation. Delaware will do site visits for no less than 10% of all districts and charter schools during the period of October 1, 2010 – November 1, 2010. The Delaware Office of Management Budget (OMB) will monitor subrecipients by conducting periodic reviews of the LEA's Education Stabilization Fund Plan. The attached document "Delaware Comprehensive Monitoring Plan" has been issued to assist with the subrecipient monitoring effort and reporting of Federal stimulus funds. This document can be found at the following website: <http://www.omb.delaware.gov/arra/index.shtml>.

In addition, the “Education Stabilization Fund Monitoring Protocol” document is being issued to be completed by all school districts and charter schools. This document will require a written response to the questions listed. A site visit will be required for selected districts and charter schools. Candidates for site visits will be contacted under a separate notice. The Education Stabilization Fund Monitoring Protocol is being sent to districts/charters to provide at least 30 days advance notice of a site visit.

Please note in the Guiding Questions section, “Evidence/Documentation” is intended for appropriate documentation to be listed to support answers to questions. It is our intention for you to only return the Monitoring Protocol document to OMB. Please do not submit the actual “Evidence/Documentation” with the Monitoring Protocol document. However, “Evidence/Documentation” must be available, if requested.

The “Education Stabilization Fund Monitoring Protocol” document should be returned to the Delaware Office of Management and Budget no later than October 15, 2010. This document can also be found at the following website: <http://www.omb.delaware.gov/arra/index.shtml>.

Please note that while this process will accomplish the necessary monitoring of this award, the expenditure of these funds under this award have been and continue to be subject to the review of the State Auditor.

Should there be questions regarding the documents mentioned above, please contact Brenda Mack-Bowman at Brenda.mack-bowman@state.de.us or at 302-672-5109.

Attachments (2)

cc: Delaware Department of Education
School District and Charter School Business Managers